RMS for Windows

User Manual and Training Guide

Toole Army Depot

Resident Management System
U.S. Army Corps of Engineers

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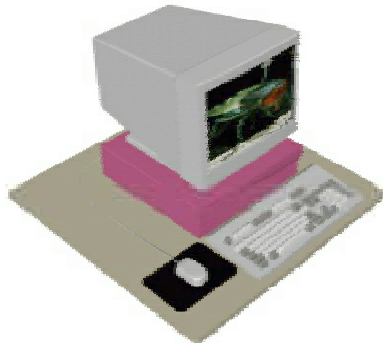 **Sample Reports**

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Introduction

What Is RMS for Windows?

Resident Management System (RMS) for Windows is a user-friendly comprehensive system for the expedient and effective management of construction contracts and contractors through tracking and documentation of all facets of a contract by Corps of Engineers' field offices.

What Makes RMS for Windows Different from Previous Versions?

RMS for Windows, as the name implies, is a Microsoft Windows® platform utilizing an Oracle® database engine designed with the user in mind. It allows the rapid entry and retrieval of information necessary to efficiently manage your resources. Several key features allow RMS for Windows to accomplish these goals. They include:

- Planning for Design, Government and Contractor Resources
- Contract Administration, including PROMIS and CEFMS interfaces
- Interface with PD² (SPS)
- Government Quality Assurance Activities
- Contractor Quality Control Activities
- Libraries that span all database Contracts
- Comprehensive Report Explorer
- Windows features such as:
    - Copy, Cut and Paste
    - Spell and Grammar Check
    - Print and Preview Options

About This Manual

This User's Guide is intended to give detailed, easy to understand instructions on how to use RMS for Windows. It assumes that the user has an understanding of Corps of Engineers' policy, the construction business process in general, and an understanding of basic computer operations.

Navigating this Manual

This guide is intended to help you learn how RMS can help you and your office better manage construction contracts. You can ease through it anyway you like. The chapters follow a common management sequence in a typical job, beginning with planning and ending with briefing reports. You don't have to read the whole guide to understand one chapter. Reading individual chapters will give you an understanding of what you can do with RMS in those sections. But since information integration is a major feature of the system, you will get a much better idea of the program's capabilities by reading all the chapters.

RMS Support Center Tools

RMS Home Page   http://winrms.usace.army.mil
(Login: winrms   Password: sql)

Power Point Training Slides
Technical Data / FAQ
Software Upgrades / Downloads
Deployment Schedule
Training Schedules
User Manuals

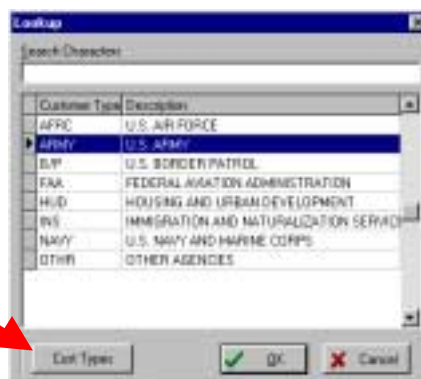## Typographic Conventions

For ease of use the following symbols and type styles are used:

Lookup associated with data entered into a cell.

Lookup Dialog Window

When a button exists in this position, it affords the capability to add items directly into the Library without having to exit from where you are.

Drop Down Item List associated with required data entered into cell.

Check Box indicates "yes" or "no" definitive.

Note: The *grayed check box with an apparent check showing indicates* **neither** *'Yes" or "No".*

 On Line Help

 Insert

 Print Option

Print Options Window

 Reports Button to launch Report Screen

                Search For

Search Dialog Window (similar to a "Browse")

This is similar to a BROWSE window.
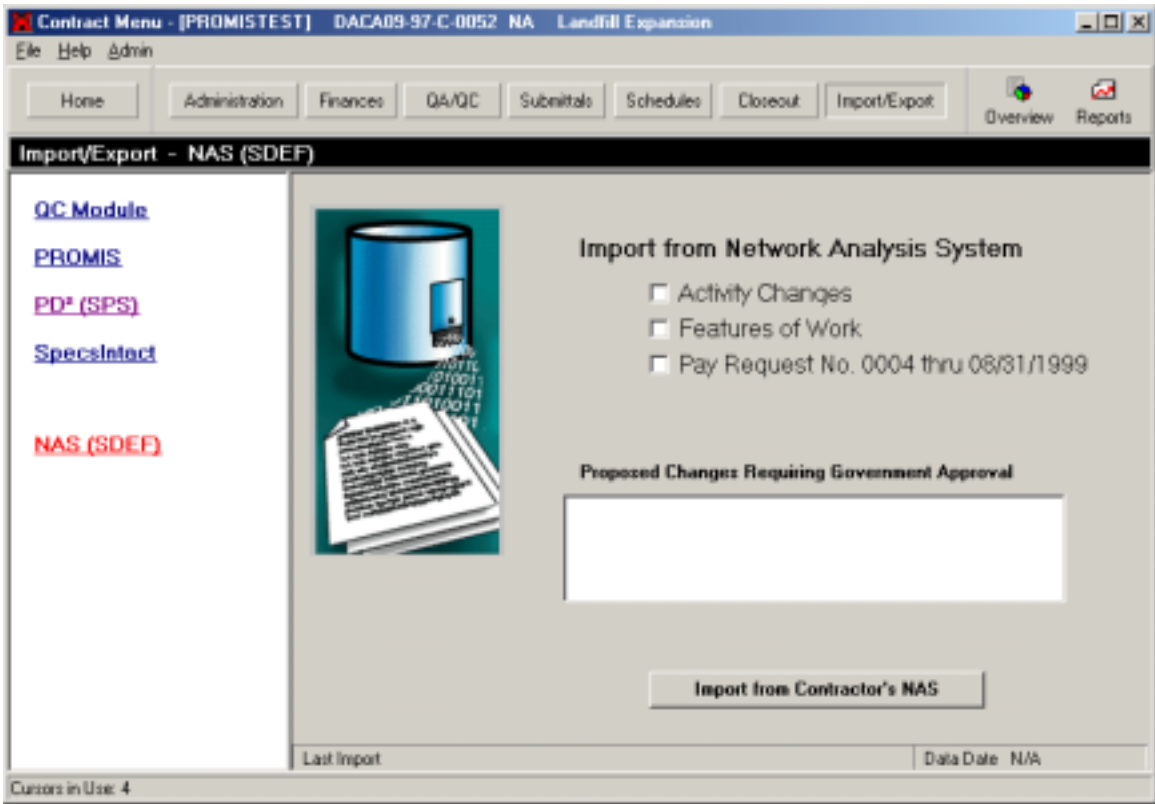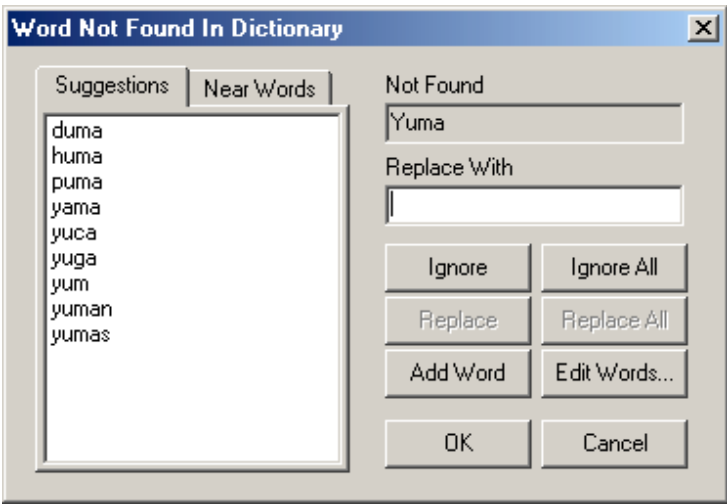
Import / Export from Contractor NAS (SDEF) Window

Spell Check

Spell Check Dialog Window

  Move to Previous Record

  Move to Next Record

 Move to First Record   Move to Last Record

 Add New   Delete

 Edit Memo
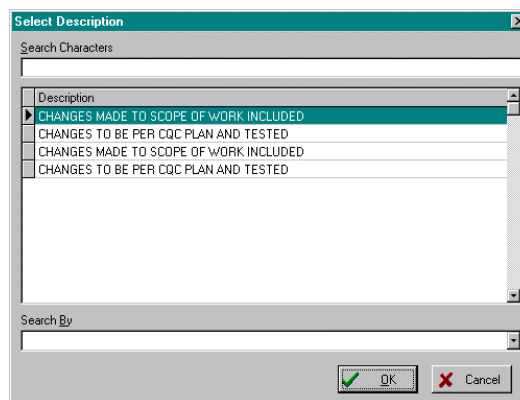
Edit Memo Dialog Window

 Print Preview

 Select Description
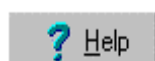
Select Description Dialog Window

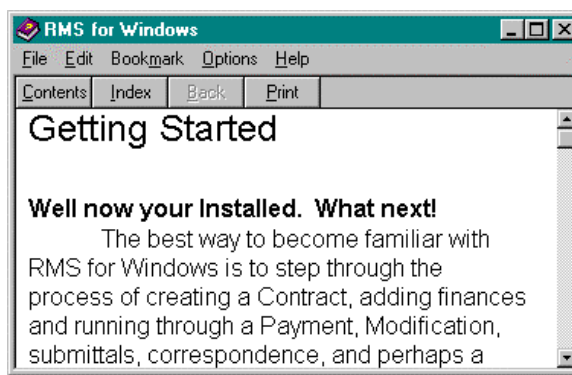 OK button – Complete with entries, return to previous screen

 Cancel Button – You goofed, will cancel all entries

Find Dialog Window

Help Dialog Window

" Help" is not yet completed and is under construction.

FILE	Bold / Upper Case indicates Main Menu Option
Office	Bold / Standard Case indicates Drop Down, Secondary, and any additional Menu Options
Accidents	Bold /Standard Case / Italics indicates a window name.
Forum	Italics indicates cell or field name
[Tab]	Brackets indicate keyboard functions
[Login]	Italicized Brackets indicate window buttons utilized